

databases & other online resources



UMATILLA COUNTY
SPECIAL LIBRARY
DISTRICT

Strengthening our community libraries

databases & other online resources *we currently have* access to:



541 Vets

Answerland

DigitalLearn

Gale

LearningExpress Library *[only through Oct. 31, 2023]*

Library2Go

Northwest Digital Heritage

Oregon Library Staff Academy (Niche Academy)

OSLIS (Oregon School Library Information System)

Sage Library System Staff Academy (Niche Academy)

SageCat app

databases & other online resources *we no longer have* access to:



BrainFuse – HelpNow

BrainFuse – JobNow

LearningExpress Library *[beginning Nov. 1, 2023]*

Ready2Learn Oregon

Overdrive app *[being discontinued May 1, 2023]*



shortcuts & tips



Sage Library System websites:
STAFF - www.sagestaff.org
PUBLIC - www.sagelib.org



Universal Keyboard shortcuts



New Window **Ctrl + N**

New Tab **Ctrl + T**

Close Tab **Ctrl + W**

Close All Tabs **Ctrl + Shift + W**

Undo Close Tab **Ctrl + Shift + T**

Close Window **Ctrl + Q**

Refresh/Reload Page **Ctrl + F5**

Switch Browser Tabs (L>R) **Ctrl + Tab**

Switch Browser Tabs (L<R) **Ctrl + Shift + Tab**

Switch to First Tab **Ctrl + 1**

Switch to last tab **Ctrl + 9**

Go to Top of Page **Home**

Go to Bottom of Page **End**

Function key shortcuts in Evergreen webclient (by menu)



Search menu

Search for Patrons	F4
Search for Items by Barcode	F5
Search the Catalog	F3

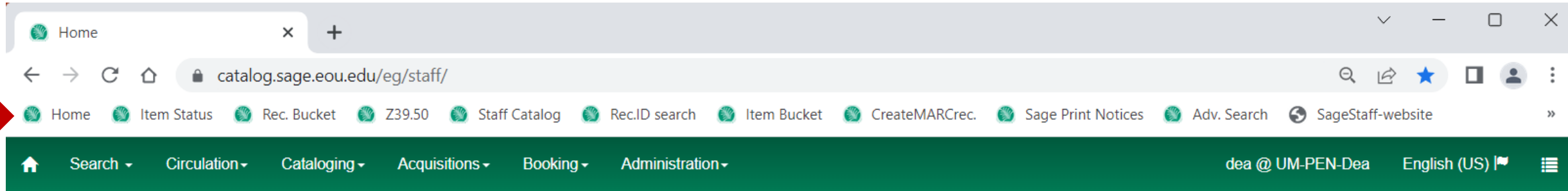
Circulation menu

Check Out	F1
Check In	F2
Capture Holds	Shift + F2
Renew Items	Ctrl + F2
Register Patron	Shift + F1
Retrieve Last Patron	F8
Record In-House Use	F6
Item Status	F5




Cataloging menu

Search for Catalog	F3
Item Status	F5
Retrieve Title by TCN	Shift + F3
Retrieve Last Record	Shift + F8



Remember you can set bookmarks/favorites on the browser toolbar for frequently utilized portions of the catalog...






Circulation and Patrons

-  Check Out Items
-  Check In Items
-  Search For Patron By Name

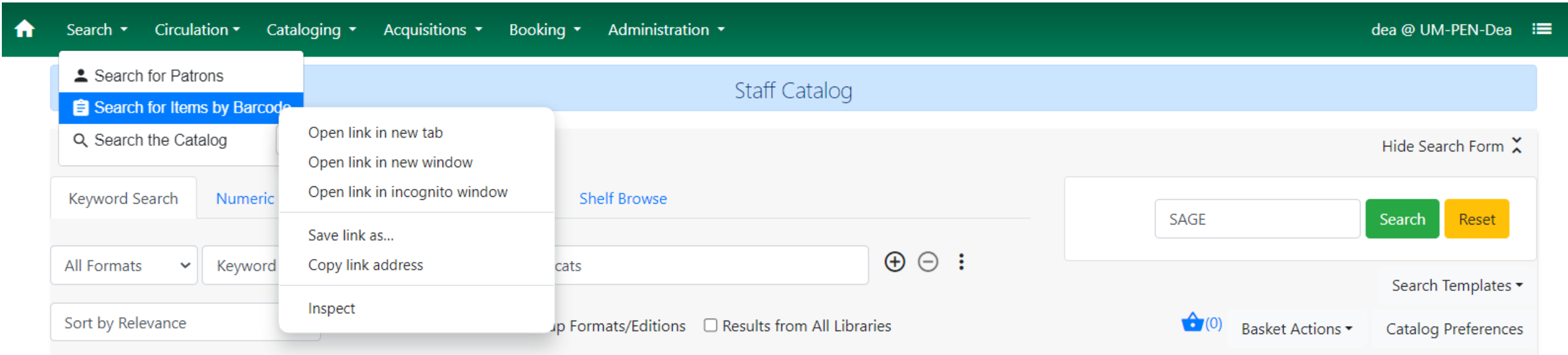
Item Search and Cataloging

-  Record Buckets
-  Item Buckets

Administration

-  Sage Help Desk
-  Workstation Administration
-  Reports
-  Quick Reports

Remember you can right click on a menu item (or a bookmark/favorite) to open it in a new tab or window...



The screenshot shows a library catalog interface with a dark green navigation bar at the top containing links for Search, Circulation, Cataloging, Acquisitions, Booking, and Administration. The user is logged in as 'dea @ UM-PEN-Dea'. The main content area is titled 'Staff Catalog' and features a search bar with the text 'SAGE'. A right-click context menu is open over the search bar, displaying options: 'Open link in new tab', 'Open link in new window', 'Open link in incognito window', 'Save link as...', 'Copy link address', and 'Inspect'. The search bar also includes a 'Search' button and a 'Reset' button. Other interface elements include 'Keyword Search', 'Numeric', 'Shelf Browse', 'All Formats', 'Keyword', 'Sort by Relevance', 'Basket Actions', and 'Catalog Preferences'.

Setting default view & other buttons...

Staff Catalog

Hide Search Form ✕

Keyword Search [Numeric Search](#) [MARC Search](#) [Browse](#) [Shelf Browse](#)

SAGE [Search](#) [Reset](#)


All Formats [+](#) [-](#) [⋮](#)


Sort by Relevance Limit to Available Group Formats/Editions Results from All Libraries

Exclude Electronic Resources

[Basket Actions](#) (0) [Catalog Preferences](#)

[Search Templates](#)

Record Summary  Book

 **Title:** [Cat](#) **Edition:** 1st ed. **TCN:** o308620809 **Created By:** [admin](#)

Author: Van Fleet, Matthew. **Pubdate:** 2009 **Database ID:** 926682 **Last Edited By:** [admin](#)

Bib Call #: **Record Owner:** **Created On:** 4/15/11, 5:26 AM **Last Edited On:** 6/13/19, 9:08 AM

Start Previous Next End Back to Results (3 / 9322) [Patron View](#) [Place Hold](#) [Add Holdings](#) [Serials](#) [Mark For...](#) [Other Actions](#)

[Set Default View](#)

Item Table [MARC Edit](#) [MARC View](#) [View Holds](#) [Monograph Parts](#) [Holdings View](#) [Conjoined Items](#) [Shelf Browse](#)

0 selected [☰](#) [⏪](#) [⏩](#) [⏴](#) [⏵](#) Rows 10 [⏴](#) [⚙️](#)

Setting Catalog Preferences

Keyword Search | Numeric Search | MARC Search | Browse | Shelf Browse

All Formats | Keyword | Contains | Query... (+) (-) ⋮

Sort by Relevance | Limit to Available | Group Formats/Editions | Results from All Libraries

SAGE Search Reset

Search Templates

(0) Basket Actions Catalog Preferences

Catalog Preferences

Default Search Library	<input type="text"/>	The default search library setting determines what library is searched from the advanced search screen and portal page by default. Manual selection of a search library will override it. One recommendation is to set the search library to the highest point you would normally want to search.
Preferred Library	<input type="text"/>	The preferred library is used to show copies and URIs regardless of the library searched. One recommendation is to set this to your workstation library so that local copies show up first in search results.
Default Search Pane	<input type="text"/>	Focus this search tab by default when opening new catalog pages.
Search Results Per Page	<input type="text"/>	The number of search results to display per page.
Exclude Electronic Resources	<input type="checkbox"/>	Add the 'Exclude Electronic Resources' checkbox to the main search form.

Accessing search filters in new [Angular] catalog

Staff Catalog

Search Circulation Cataloging Acquisitions Booking Administration dea @ UM-PEN-Dea

Keyword Search Numeric Search MARC Search Browse Shelf Browse

All Formats Keyword Contains Query... Search Reset

Sort by Relevance Limit to Available Group Formats/Editions Results from All Libraries

Basket Actions (0) Catalog Preferences

This screenshot shows the search interface with a red circle highlighting the filter icon (three dots) next to the search bar.

Staff Catalog

Search Circulation Cataloging Acquisitions Booking Administration dea @ UM-PEN-Dea

Keyword Search Numeric Search MARC Search Browse Shelf Browse

All Formats Keyword Contains Query... Search Reset

Sort by Relevance Limit to Available Group Formats/Editions Results from All Libraries

All Item Types: Audiobooks, Books/Documents, Computer file

All Item Forms: Braille, Direct electronic, Electronic

All Languages: Arabic, Basque (Hidden), Bengali (Hidden)

All Audiences: Adolescent (ages 14-17), Adult, General (not to be used)

All Video Formats: 8 mm. (Hidden), Beta (Hidden), Betacam (Hidden)

All Bib Levels: Collection, Integrating resource, Monograph/Item

All Literary Forms: Dramas, Essays, Fiction (not further specified)

All Shelving Locations: Stacks (SAGE)

Publication Year is Is

Basket Actions (0) Catalog Preferences

This screenshot shows the search interface with the filter icon highlighted by a blue box, and the filter options expanded into a grid of dropdown menus.

Patron searching – expanding/contracting search fields

Check Out Items Out Holds Bills Messages Edit Other Patron Search

Last Name First Name Middle Name Name Keywords Search

Patron Search Results Add To Bucket Merge Patrons Rows 25 Page 1

#	<input type="checkbox"/>	Mailing:Street	Created On	Home Library	DoB	Middle Name	First Name	Last Name	Profile	Card	ID
No Items To Display											

Check Out Items Out Holds Bills Messages Edit Other Patron Search

Last Name First Name Middle Name Name Keywords Search

Barcode Alias Username Email Clear Form

Identification Phone Street 1 Street 2 City

State Post Code Profile Group SAGE Parent/Guardian

DOB Year DOB Month DOB Day Database ID Include Inactive?

Patron Search Results Add To Bucket Merge Patrons Rows 25 Page 1

#	<input type="checkbox"/>	Mailing:Street	Created On	Home Library	DoB	Middle Name	First Name	Last Name	Profile	Card	ID
No Items To Display											

Setting up search templates



Staff Catalog

Keyword Search Numeric Search MARC Search Browse Shelf Browse

All Formats Keyword Contains Query... + - :

Sort by Relevance Limit to Available Group Formats/Editions Results from All Libraries

SAGE Search Reset

Basket Action

Search Templates ▾

- Save Template
- Delete Selected
- Delete All Templates

title/author

For catalogers and others interested...

In the Enhanced MARC Editor portion of MARC Edit, selecting the refresh/reset button  will reset fixed fields to show the values for current format of bib record.

Item Table | MARC Edit | **MARC View** | View Holds | Monograph Parts | Holdings View | Conjoined Items | Shelf Browse

Add Item

Record Type VIS | Select a Source... | Save Changes | Delete Record

Enhanced MARC Editor | Flat Text Editor

Type	g	ELv1		Srce	d	Audn		Ctr1		Lang	eng	Help	
BLv1	m	Form		Conf		Biog		MRec		Ctry	nyu	Validate	
Desc	a	Cont		GPub		LitF		Indx		Date1	2010	Undo 0	Redo 0
		Ills		Fest		DtSt	t	Date2	1994			<input type="checkbox"/> Stack Subfields	



Item Table | MARC Edit | **MARC View** | View Holds | Monograph Parts | Holdings View | Conjoined Items | Shelf Browse

Add Item

Record Type VIS | Select a Source... | Save Changes | Delete Record

Enhanced MARC Editor | Flat Text Editor

Type	g	ELv1		Srce	d	Audn		Ctr1		Lang	eng	Help	
BLv1	m	Form		Conf		Biog		MRec		Ctry	nyu	Validate	
Desc	a	Cont		GPub		LitF		Indx		Date1	2010	Undo 0	Redo 0
TMat	v	Ills		Fest		DtSt	t	Date2	1994			<input type="checkbox"/> Stack Subfields	
		Time	062	Tech	1								

And last, but not least, don't forget about the little pull-down menu for changing your viewing options...

Scan Item

No file chosen

Item Status

Navigation controls: back, forward, Actions, Rows 100, Page 1, and a pull-down menu (circled in red).

#	<input type="checkbox"/>	Status	Alert Message	Barcode	Call Number	Due Date	Location	Item Status
No Items To Display								

- Manage Columns
- Manage Column Widths
- Save Columns
- Reset Columns
- Download Full CSV
- Print Full Grid
- Alert Message
- Barcode
- Call Number
- Due Date
- Location
- Item Status
- Title
- Alerts

found on the following...

Item Status

Patron Search

Checkin

Capture Holds

Pull List for Holds

Renew Items

Pending Patrons

Hold Groups

Record In-House Use

Holds Shelf

Buckets (record, item, & user)